

**REQUEST FOR PERSONNEL ACTION**

**REQUESTING OFFICE:** Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:	

FROM—	8. POSITION TITLE AND NUMBER	TO—
	9. SERVICE, GRADE, AND SALARY	
	10. ORGANIZATIONAL DESIGNATIONS	
	11. HEADQUARTERS	
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title)

D. REQUEST APPROVED BY

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

13. VETERAN PREFERENCE					
NONE	WWII	OTHER	5-PT.	10-POINT	
				DISAB.	OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL
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15. SEX	16. RACE
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17. APPROPRIATION

FROM:  
TO:

18. SUBJECT TO C. S.  
RETIREMENT ACT  
(YES—NO)

19. DATE OF APPOINT-  
MENT AFFIDAVITS  
(ACCESSIONS ONLY)

20. LEGAL RESIDENCE  
☐ CLAIMED ☐ PROVED  
STATE:

21. STANDARD FORM 50 REMARKS

VOUCHERED FUNDS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY

I RESIGN FOR THE FOLLOWING REASON:

DATE \_\_\_\_\_

MY LAST WORKING DAY WILL BE \_\_\_\_\_

(SIGNATURE)

#### 24. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET)

(CITY)

(ZONE)

(STATE)

#### BRIEF DESCRIPTION OF DUTIES

#### QUALIFICATIONS

EDUCATION

Essential:

Desired:

(If pertinent)

AGE RANGE \_\_\_\_\_

SEX \_\_\_\_\_

ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)